

# **Recruitment Privacy Notice**

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## 1.0 Policy Statement

- 1.1 We are Dixons Academies Charitable Trust. As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their personal data. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual's personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual's personal data is known as processing.
- 1.2 This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

## 2.0 What information do we process during your application process?

- 2.1 You are required (by law or in order to enter into your contract of employment) to provide us with the information marked (\*) above to enable us to verify your right to work and suitability for the position. If this information is not provided, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.
- 2.2 We may collect, hold, share and otherwise use the following information about you during your application process.
- Your name and contact details (i.e. address, home and mobile phone numbers, email address).
  - Details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests.
  - Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs.
  - Information regarding your criminal record.
  - Details of your referees.
  - Whether you are related to any member of our workforce.
  - Details of any support or assistance you may need at interview because of a disability.
  - Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers.\*
  - Confirmation of your academic and professional qualifications (including seeing a copy of certificates).\*
  - Information via the DBS process regarding your criminal record, criminal records certificates (CRCs) and enhanced criminal record certificates (ECRCs), and whether you are barred from working in regulated activity.\*
  - Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information.\*
  - Medical check to indicate fitness to work.\*
  - A copy of your driving licence (or other appropriate documentation as listed on the Home Office list).\*
  - If you are a teacher, we will check the National College of Teaching and Leadership (NCTL) Teachers Services regarding your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example, Section 128 direction for management posts and EEA teacher sanctions).\*
  - Equal opportunities monitoring data.
- 2.3 If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, you will be issued with a further privacy notice in relation to data we collect, process, hold and share about you during your time with us.

## 3.0 Where do we get information from during your application process?

- 3.1 Depending on the position that you have applied for, during the recruitment process, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office.

## 4.0 Why do we use this information?

- 4.1 We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:
- assessing your suitability for the role you are applying for
  - taking steps to enter into a contract with you
  - checking that you are eligible to work in the United Kingdom and that you are not prohibited from teaching
  - monitoring applications for posts in the Trust to ensure that we are fulfilling our obligations in terms of public sector equality duty under the Equality Act 2010

## 5.0 How long will we hold information in relation to your application?

- 5.1 We will hold information relating to your application only for as long as is necessary.
- 5.2 If you are successful, how long we need to hold on to any information will depend on the type of information. For further details, please see our Records Management Policy.
- 5.3 If you are unsuccessful, we will hold your personal data only for six months, after which time it is securely deleted.
- 5.4 Who will we share information with about your application?
- 5.5 We will not share information gathered during your application process with third parties other than professional advisors such as legal and HR advisors.

## 6.0 Rights in relation to your personal data

- 6.1 All individuals have the right to request access to the personal data that we hold about them. To make a request for access to their personal data, individuals should contact:
- Data Protection Officer  
Dixons Academies Charitable Trust  
c/o Dixons Trinity Academy  
Trinity Road  
Bradford  
West Yorkshire  
BD5 0JD
- 6.2 Please also refer to our GDPR Data Protection Policy for further details on requesting access to personal data.
- Individuals also have the right, in certain circumstances, to:
- object to the processing of their personal data
  - have inaccurate or incomplete personal data about them rectified
  - restrict processing of their personal data
  - object to the making of decisions about them taken by automated means
  - have their data transferred to another organisation
  - claim compensation for damage caused by a breach of their data protection rights
- 6.3 If an individual wants to exercise any of these rights, they should contact Mrs L Sharp, Data Protection Officer. The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request, then the individual will be notified of the reasons in writing.

## 7.0 Concerns

- 7.1 If an individual has any concerns about how we are using their personal data, we ask that they contact our Data Protection Officer in the first instance. However, an individual can contact the Information Commissioner's Office, should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

### Contact

If you would like to discuss anything in this privacy notice, please contact:

Mrs L Sharp  
Dixons Academies Charitable Trust  
c/o Dixons Trinity Academy  
Trinity Road  
Bradford  
West Yorkshire  
BD5 0JD